

General Fundraising Policies

The following guidelines pertain to all fundraising programs sponsored by student organizations:

- Funds raised on campus shall not be used for any illegal purpose or personal gain.
- All on-campus fundraising activities, regardless of location, must be approved by OSPLD.
- The intended use of funds raised must be posted at the event and be consistent with the stated purpose of the sponsoring student organization.
- Student organizations are to inform OSPLD of the amount of funds raised within one week of the fundraising activity to best assist organizations with future fundraising events.
- All accounts are subject to audit by the university.

Fundraising Events

Many groups hold events to raise money for their organizations. A successful fundraising event can do much more than raise money for an organization. The event can commemorate an important day or week, build unity and cohesion in the group, give event planning experience to new group members and it can add wide-range campus and community visibility to the organization.

Fundraiser Tabling

Student organizations may set-up a fundraising table in designated areas on campus. Steps to receive approval for a fundraising table include:

- Visit OSPLD to request a tabling permit. OSPLD works only with current organization officers listed on the student organization registration form who have attended a Student Leader Orientation.
- Meet with OSPLD advisor.
- Complete the OSPLD tabling permit.
- Complete OSPLD food permit (if food is to be sold or distributed as part of fundraiser).
- Complete OSPLD fundraiser planning form outlining the following:
 - Purpose of the fundraiser.
 - Items to be sold or given away.
 - How the funds collected will be utilized.



Food Sales

Student organizations may schedule and obtain both a tabling permit and a food sale permit through OSPLD. Only one permit per student organization will be provided. All food sales and giveaways must be in compliance with the Food Sale Sanitation Regulations available through the Environmental Health and Occupational Safety Office (<http://www.sfsu.edu/>).

[edu/%7Eriskmgmt/ehos/ehosstaff.html](http://www.sfsu.edu/%7Eriskmgmt/ehos/ehosstaff.html)). Student organizations must have both permits at their table and a sign identifying the sponsoring student organization. Sales may not be set up earlier than 7:30 am each day. Student organizations selling cooked food can use only one grill per organization. The grill must be placed on the cement to avoid any damage to the campus lawn and only in Zone 3. Student organizations must adhere to sanitation requirements at all times, including:

- Food handlers are required to wear latex gloves.
- Food handlers are not to handle money at anytime.
- Access to running water.
- Proper clean up procedures.

Vendor Sponsorship

OSPLD maintains a Vendor program as a service to SF State registered student organizations to assist in fundraising efforts. Student organizations may sponsor and conduct vendor fundraising activities during the fall and spring semester on campus, at designated areas and at specific times. The vendor program can assist student organizations in fundraising for:

- Conferences
- Commencement Celebrations
- Special Events
- Club Activities

The vending program provides assistance in matching student organizations with potential businesses or merchants to become a student group sponsored vendor on campus. Student organization leaders are responsible for all transactions and for monitoring any sponsored vendors. Find out more about the process and expectations by visiting the OSPLD website at http://www.sfsu.edu/~ospld/fundraising/vendor_program.htm.

Career Center Events Grant

The Career Center Events Grants were created to encourage SF State student organizations to plan or assist with career-related programs in collaboration with the Career Center. A limited number of grants are awarded during the fall and spring semesters. For additional information regarding the career grants, including selection criteria, deadlines and application process, please visit http://www.sfsu.edu/~ospld/fundraising/career_event.htm.

Department Assistance/Co-Sponsorship

Student organizations sometimes request help from various University offices and departments. Requests should be made at least 2-4 months in advance, since a department may need three to four weeks to make a decision on a funding request. You should have all funds transferred into your account prior to any actual expenditures.

Requesting Tips

Although each department has its own procedures for reviewing funding requests, the following tips may be helpful:

- Projects should be initiated and planned by SF State students. Although proposals must be submitted by students, it is possible (and often desirable) that ideas for projects be developed in collaboration with other student organizations, faculty and staff.
- Projects should not duplicate current programs at SF State.
- Requests to academic departments should be for programs that are academic/intellectual in nature and consistent with a field of expertise within that department. Requests of administrative departments should have a direct relationship to the role and mission of that department.
- Projects should have an impact on a sizable number of people. Contributors want to put their money where its likely to do the most good and naturally prefer projects which will benefit a large number of people.
- A significant number of students should be involved. Commitment of a group of active students demonstrates general interest in the project.
- Funding proposals should demonstrate careful pre-planning. Funders want to make sure that the project will be high quality. They should be able to examine the budget to see that all expenses have been anticipated and that the least expensive alternatives have been chosen.
- Show a well-planned budget and ask for a specific amount. Don't inflate your budget.
- Proposals should include evidence of financial commitment from other sources.

For additional planning steps please visit the OSPLD website at http://www.sfsu.edu/~ospld/fundraising/depart_asst.htm.

Banking

A partnership was established between Cal State 9 Credit Union and OSPLD to allow student organizations the convenience and access to financial services on campus. Cal State 9 generously provides their services, but as with all banking the student organization is responsible for insufficient funds and additional penalty fees of poor financial management. For more details visit Cal State 9 Credit Union (located in the Village behind SSB or at <https://www.calstate9.com/web/>)

Banking services are provided to registered/recognized student organizations, providing you with:

- A checking account.
- Information on tax identification.
- No cost to student organization for opening the account.

Specialized Safeguards:

- This account prohibits the use of debit/credit cards, and in-branch cash withdrawals.
- Two officers (President and Financial Officer) are responsible for maintaining and balancing the student organizations bank account.
- Opening and changes to an account require the signature of the Faculty/Staff Advisor.

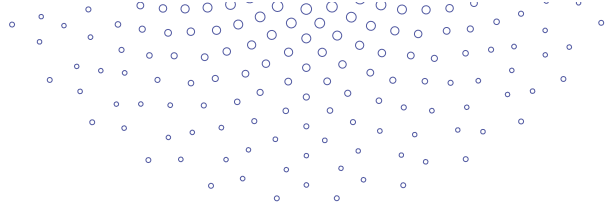


Fundraising Planning Stages

The following planning stages are to assist student organizations in hosting a successful fundraising event:

- Start with a specific, targeted fundraising goal.
- Be creative and choose an event idea that is fun and will catch people's attention.
- When you have the particular ideas your collective group would like to pursue, develop a realistic budget of expenses and revenues to be sure that you will make enough money to justify the cost of the event. Set a date for the event and begin the planning and publicity processes. Please remember you must have OSPLD approval prior to publicizing your event.
- Be sure that you have sufficient "up-front" funds to cover costs such as facility charges, advertising, props, etc.
- Plan and execute the event, utilizing publicity to enhance your group's image on campus.

For additional fundraising planning tips and guidelines please visit the OSPLD website at http://www.sfsu.edu/~ospld/fundraising/fund_event.htm.



University Partners

Student organization events, programs and leadership needs on our campus are multifaceted.To address specific needs and concerns, OSPLD works in collaboration with various campus departments and programs to best support student organizations and students on the SF State campus.

Academic Resources

<http://www.sfsu.edu/~acadres/>

Ray Paton

Academic Facilities

Advising Center

<http://www.sfsu.edu/~advising/>
338-2101

Associated Students Inc.

<http://www.asisfsu.org/>

A.S. President

338-3497

president@asisfsu.org

VP of Internal Affairs

338-2324

vpia@asisfsu.org

VP of External Affairs

335-0477

vpexternal@asisfsu.org

VP of Finance

vpfinance@asisfsu.org
338-2892

A.S. Business Office

338-2321

SC M102

Peter Koo, Executive Director

pkoo@sfsu.edu

338-2321

Athletics

<http://athletics.sfsu.edu/>

Mike Simpson, Director

msimpson@sfsu.edu

338-2218

Cal State 9 Credit Union

<https://www.calstate9.com/web/>

Sonia Lopez

Banking Services

slopez@calstate9.com

338-3019

Career Center

<http://www.sfsu.edu/~career/>

Jack Brewer, Director

careerct@sfsu.edu

338-1761

C.E.A.S.E. – Prevention Education Program

<http://www.sfsu.edu/~cease/>

Michael Ritter, Coordinator

mritter@sfsu.edu

338-7339

Cesar Chavez Student Center (CCSC)

<http://www.sfsustudentcenter.com/>

Governing Board

<http://sfsustudentcenter.com/governingboard/>

Mary Keller, Program Services

mkeller@sfsu.edu

338-2820

Aimee Barnes, Program

Developer Officer

abarnes@sfsu.edu

338-1044

Noel Morales, Production Services

noelm@sfsu.edu

338-2730

Room Reservations

rooms@sfsustudentcenter.com

338-2416

College of Business

<http://cob.sfsu.edu/cob/index.cfm>

338-2509

College of CreativeArts

<http://www.collegeofcreativearts.org/>

Ray Haddox

haddox@sfsu.edu

338-2020

College of Humanities

<http://www.sfsu.edu/%7Ecollhum/>

Margaret Boehm,

Humanities Coordinator

mboehm@sfsu.edu

338-3291

Counseling & Psychological Services

<http://www.sfsu.edu/~psyservs/>

Willie Mullins, Clinical Director

wjnull@sfsu.edu

338-2208

Department of Public Safety

<http://www.sfsu.edu/%7Edps/>

Captain Tony Duenas, Operations Commander

aduenas@sfsu.edu

338-2623

Disability Programs and Resource Center (DPRC)

<http://www.sfsu.edu/~dprc/welcome.html>

Gene Chelberg, Director,

dprc@sfsu.edu

Voice/TTY: 415/338-2472

Division of Information Technology

<http://www.sfsu.edu/~doit/>

doit@sfsu.edu

338-1420

Educational Opportunity Program (EOP)

<http://www.sfsu.edu/~eop/>

Ginger Yamamoto, Director

ginyam@sfsu.edu

338-1085

Environmental Health & Occupational Safety

<http://www.sfsu.edu/%7Eriskmgmt/ehos/ehoss-taff.html>

Robert (Bud) Shearer

rshearer@sfsu.edu

338-1449

Facilities & Service Enterprises

<http://www.sfsu.edu/~plantops/>

Phil Evans, Campus Grounds

pevans@sfsu.edu

338-1845

Jim Cassin, Campus Grounds

jcassin@sfsu.edu

338-1845

Delma Munoz, Campus Support Services

delma@sfsu.edu

338-6780

Cristina Maristela, Campus Support Services

crissy@sfsu.edu

338-7244

Gymnasium Facilities

http://chhsweb.sfsu.edu/facilities/group_facilities_use.html

Peter Johnson, pbjohns@sfsu.edu

338-3330

J. Paul Leonard Library

<http://www.library.sfsu.edu/>

Tammie Huynh

tamhuynh@sfsu.edu

338-7327

Cydney Hill, Special Collections/Archives

cyhill@sfsu.edu

405-0309

Office of Public Affairs & Publications

<http://www.sfsu.edu/~news/>

pubcom@sfsu.edu

338-1665

Office of Safety & Risk Management

<http://www.sfsu.edu/~riskmgmt/>

Maria Garcia, Insurance, Waivers

mpgarcia@sfsu.edu

338-2362

Residence Life

<Http://www.sfsu.edu/~housing>

Kevin Kinney, Assistant Director

kjkinney@sfsu.edu

338-2729

S.A.F.E. Place

http://www.sfsu.edu/~safe_plc/

Nina Jo Smith, Coordinator

chaya@sfsu.edu

338-2819

Seven Hills

<http://www.sfsu.edu/%7Emeetings/index.html>

Jim Raney, Conference Services

jraney@sfsu.edu

338-3972

Student Health Service

<http://www.sfsu.edu/~shs/>

Dr.Alastair Smith, Medical Director

aksmith@sfsu.edu

338-1759

University Advancement

Norma Siani, Director, Special Events

siani@sfsu.edu

338-6141

This image shows a full page of a document template designed for handwriting practice. It consists of approximately 20 evenly spaced, horizontal blue dashed lines running across the width of the page. The background is plain white, providing a clear guide for letter height and placement. There are no margins, text, or other markings present.

planning events

- ☐ Large events should work closely with OSPLD early on in the event planning process
- ☐ Disability access
- ☐ Security
- ☐ Concessions (requires food permit)
- ☐ Clean-up arranged
- ☐ Parking and Transportation
- ☐ Forms completed and delivered to appropriate offices
- ☐ Insurance (may be required for certain physical activity, events with non-SF State invited guests, etc)



event planning checklist



Working With OSPLD University Partners

Associated Students Incorporated
<http://www.asisfsu.org/>
 338-2321

Cal State 9 Credit Union
 338-3019
 Banking Services

Campus Landscaping & Grounds
 Phil Evans
 338-1845

Cesar Chavez Student Center
<http://sfsustudentcenter.com/>
 Mary Keller
 338-2820

Program Services
 Noel Morales
 338-2730

Production Services
 Aimee Barnes
 338-1044
 Richard Oakes Multicultural Center, Program
 Developer Officer

Department of Public Safety
<http://www.sfsu.edu/~dps/>
 Captain Tony Duenas
aduenas@sfsu.edu
 338-2623
 Security & Safety

Environmental Health & Occupational Safety
 Robert (Bud) Shearer
 338-1449
 Health & Safety

Risk Management
<http://www.sfsu.edu/~riskmgmt/Insurance>
 Maria Garcia
 338-2362

Forms

- ☐ Food Permit (available at OSPLD and submitted for all food sales and giveaways on campus). Signed by Environmental Health & Occupational Safety and OSPLD
- ☐ Tabling Permit (available at OSPLD and submitted for tabling on campus)
- ☐ Event Application Form
- ☐ Demonstration/Counter Demonstration Form
- ☐ Insurance (Signed by Risk Management)
- ☐ Liability Waiver Forms
- ☐ Grounds Request Form
- ☐ Facilities Operations Form for Tables and Chairs

Publicize Your Event

- ☐ Decide your target audience, advertising budget and a detailed publicity plan at least four weeks prior to event to effectively reach your audience.
- ☐ Flyer/poster
- ☐ Press Release for Golden Gate [X]press
- ☐ Press Release off-campus newspaper/magazine
- ☐ Advertisements Golden Gate [X]press "The Week Ahead" calendar
- ☐ Website (your own site and links to others)
- ☐ Banner
- ☐ OSPLD Indoor Events Calendar
- ☐ J.Paul Leonard Library Publicity (glass case) Contact 338-7327
- ☐ Announcements at student organization meetings (with group's approval)
- ☐ Announcements in classes (with professor's approval)
- ☐ Distribution plan

Final Steps

- ☐ Pay all bills on time
- ☐ Promptly negotiate any discrepancies and document in writing
- ☐ Obtain feedback on event
- ☐ Develop folder for successor with timeline, actual budget, publicity and all correspondence
- ☐ Send thank you notes/cards

